



PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
 Vancouver, Washington Division
 Community Based Outpatient Clinics
 Salem, OR Bend, OR
 Camp Rilea (Warrenton, OR)



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-10-0017-PS	2. <u>Title, Series, Grade, Salary</u> Vocational Rehabilitation Specialist (50048A/50044A) GS-1715-9/11 or GS-11 \$49,020 to \$77,097 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> Days M-F	4. <u>Duty Station</u> Mental Health Division, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 10/21/2009	8. <u>Closing Date</u> 11/6/2009

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- VEOA (Veterans Employment Opportunities Act) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ITCAP eligibility with their application. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position which include assessing of new referrals, testing, conducting of vocational skills classes, attending and contributing to regular treatment team meetings, developing individualized development plans, interacting with community training, schooling, and employment resources, and case-managing a number of veterans from initial planning until completion of treatment and vocational objectives.

MAJOR DUTIES:

The incumbent carries out all duties related to attaining and maintaining competitive employment for veterans living with severe and prolonged mental illness who are assigned to his/her caseload through the Supported Employment Services program within Compensated Work Therapy (CWT). The Supported Employment Services program is a national evaluative initiative closely monitored by the VA's North East Program Evaluation Center (NEPEC) in West Haven, Connecticut. The focus is to promote optimal occupation functioning of clients within the community in the context of prescribed job development interventions specified in the clients' treatment plan. All duties performed should be consistent with the individual treatment plan and coordinated through and with the clinical team. The incumbent collects and organizes data on veterans served as required by the NEPEC, and the director/medical center management. Provides service to individuals whose employability or job adjustment is impaired by a physical, mental, emotional, or other disability, or by a lack of a basic education and job skills. Ascertains the training requirements to meet the training objectives, coordinates with various resources to find, evaluate, and select a training facility, and sets up or negotiates a training program. Monitors the work of, and provides training and assistance for, the lower graded supported employment specialists within the program. Assists the Director, Vocational Rehabilitation Services in mentoring of VISN 20 Supported Employment sites and provides consultation and training to other CWT and SE programs located within VISN 20.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-1715, Vocational Rehabilitation series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To

(Continued on next page)

be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Examples of qualifying specialized experience include:

- Work that required obtaining and applying occupational information for people with disabilities, knowledge of the interrelationships of the involved professional and specialist services, and skill in employing the methodology and techniques of counseling to motivate and encourage individuals served by the program.
- Experience that demonstrated knowledge of the vocational rehabilitation problems characteristic of the disabled, including familiarity with available resources and skill in identifying, evaluating, and making effective use of such resources to serve individuals with disabilities; or of the disadvantaged, including knowledge of adjustment problems of the educationally or culturally disadvantaged, familiarity with available adult education and training resources, and ability to recognize problem areas needing special attention.
- Experience in vocational guidance or teaching in a recognized vocational rehabilitation program or school, developmental or supervisory work in programs of vocational rehabilitation or training programs for the disadvantaged, or personnel or employment placement work that provided extensive knowledge of the training and adjustment requirements necessary to place persons having disabilities or social adjustment problems.

Substitution of Education for Experience: Major study--vocational rehabilitation, vocational or educational counseling, or other fields related to the position. GS-9: A master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B or J.D., if related. For GS-11: A Ph.D. or equivalent doctoral degree or 3 full years of progressively high level graduate education leading to such a degree or LL.M., if related.. This education must have been obtained in an accredited college or university. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Knowledge of the principles, theoretical concepts, and practices of vocational rehabilitation.
2. Ability to identify clients' vocational interests, skills, and needs.
3. General knowledge of job development, marketing, and securing jobs.
4. Ability to contact and work creatively with community employers.
5. Ability to function as part of a multidisciplinary clinical treatment team.
6. Experience assisting Homeless mentally ill individuals or other disabled groups in the area of vocational rehabilitation.
7. Ability to use personal computer and software programs to accomplish word-processing and data entry; such as Microsoft Word, Excel, Access, Power Point, etc.

CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended.
4. Resume, OF-612, and/or MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

All application packets must be received in Human Resources by Close of Business (COB) 11/6/2009.

Application forms may be obtained in Human Resources Office or on our internal website.

Applications may be mailed to:
Portland VA Medical Center, P4HRMS
Attn: MP-10-0017-PS
PO Box 1034
Portland, OR 97207

Or brought in person to:
Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 16, Room 300
Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**